

APPLICATION FORM

(FOR COURT REFERRAL EDUCATIONAL PROGRAMS)

Check the appropriate space for which application is made:

Level I Program _____ Level II Program _____
Youth & Juvenile Program _____
All Above Court Referral Education Programs _____

Complete the following:

1. Name and address of organization.
2. County(ies) for which application is made.
3. Describe the current services this organization provides.
4. Provide an organizational chart of the agency, including Board of Directors or other lines of authority.
**Note that the Program Director may not serve on the Board of Directors.*
5. Designate the individual who would coordinate the court referral program and include a resume. Also include brief resumes of individuals who will serve as instructors.
6. Describe how the Court Referral Education Program could enhance current services provided by this agency.
7. Describe the location and physical facilities in which the Level I, II, and/or Youth and Juvenile programs would be held.
8. Describe the agency's policy on staff participation in training events.
9. Describe any current work applicant agency does with area courts.
10. Briefly describe why this agency should provide the Court Referral Education Program(s).

Return to:

Administrative Office of Courts
300 Dexter Avenue
Montgomery, Alabama 36104

ATTENTION: State Coordinator of Court Referral Programs

COURT REFERRAL PROGRAM

CHECKLIST

Complete and submit the following checklist to the Administrative Office of Courts on or before *April 23, 2010*.

Please note that contracts can not be considered unless all information is complete.
(Attach additional sheets where necessary.)

I. NEW PROGRAM (for first time applicants only)

_____ 1) Submit a completed application form.

(If you are not a first time applicant, no action is required in this section)

II. PROGRAM (for existing programs)

_____ 1) Submit a current copy of the agency's policies and procedures.

_____ 2) Submit a copy of your IRS non-profit certification. (non-governmental agencies only)

_____ 3) List counties and courts to be served in each county

_____ 4) List programs/services offered by your agency. Include targeted population(s), cost, and funding source(s).

_____ 5) Submit a copy of the agencies annual audit conducted by a certified public accountant and conducted in accordance with generally accepted auditing standards. (audit should cover previous year)

_____ 6) Submit proof of Dishonesty Bond and Liability Insurance in the amount specified by contract.

_____ 7) Submit a proposed semi-annual schedule of classes including time and location.

III. FACILITY

- _____ 1) Provide the physical address, mailing address, telephone number, and facsimile number of each facility utilized by this agency including the administrative office.
- 2) Submit a brief description of each facility used to conduct the Level I, II, and Youth & Juvenile Court Referral Education Program(s).
- _____ 3) Are the facilities structurally sound, handicapped accessible, and maintained according to all federal, state, and local requirements for safety?
- _____ 4) Identify the equipment and its' condition available for use in the support of the programs/services provided.

IV. PERSONNEL

- _____ 1) Submit a current agency organizational chart (include title and name).
- 2) Submit a list of all employees: full-time, part-time, and independent contractors (names, title, address, phone number, certification, continuing education credit, etc.).
- _____ 3) Submit a current list of Board Members (include: length of appointment, office held, meeting dates, and specific functions).

NEW LIST REQUIRED BY ALL PROGRAMS

V. GENERAL

- _____ 1) Strengths and Weaknesses -- Provide a summary of each program component and describe the areas you believe to be areas of strength and the areas you believe to be weaknesses.
- _____ 2) Provide your proposal for addressing the areas you have identified as weaknesses and your corrective action plan.